

Reporting Schedule Political Committees

Code of Virginia §24.2-923

ALL Committees are required to file:

Activity Beginning	Activity Ending	Report Due
January 1, 2004*	June 30, 2004	July 15, 2004
July 1, 2004*	December 31, 2004	January 18, 2005

*Activity Beginning Date will start at the time the last reporting period ended for committees that filed Pre-Election Reports.

§24.2-923(D) states that Political Committees that give contributions (make expenditures) above any of the following thresholds must file Pre-Election reports:

- ✓ **Political or Party Committees:** \$500 or more to any PAC, local, state, or district political party committee.
- ✓ **County, City or Town Elections:** \$500 or more to any candidate **OR** \$1,000 or more to a combination of candidates in a single locality who are on the ballot.
- ✓ **General Assembly (Senate or House of Delegates) Elections Contributions totaling:** \$1,000 or more to any single candidate **OR** \$2,500 or more to a combination of legislative candidates who are on the ballot.
- ✓ **Statewide (Governor, Lt. Governor and Attorney General) Elections:** \$2,500 or more to any single statewide candidate **OR** \$7,500 or more to a combination of statewide candidates who are on the ballot.

§24.2-923(D) also states that any political committee that would be required to file a pre-election report except for the fact that an expenditure made by it occurs after the thirteenth day before the election shall file a pre-election report within 24 hours after the expenditure which placed the committee's expenditure over the threshold is made.

May Pre-Election Report:

Activity Beginning	Activity Ending	Report Due
Activity Ending Date of Last Filed Report	April 20, 2004	April 26, 2004

June Primary Pre-Election Report:

Activity Beginning	Activity Ending	Report Due
Activity Ending Date of Last Filed Report	May 26, 2004	June 1, 2004

November Pre-Election Report:

Activity Beginning	Activity Ending	Report Due
Activity Ending Date of Last Filed Report	October 20, 2004	October 25, 2004

★★ Where to file Contribution and Expenditure Reports (§24.2-926):

- ✓ **Political Committees** that file reports *electronically*, shall file with the State Board of Elections **ONLY**. *Electronic filers must file by 11:59PM on the report's due date.*
 - ✓ **Political ACTION Committees** that file reports on *paper forms*, shall file with the State Board of Elections **ONLY**. *Paper reports must be postmarked on or before the report's due date.*
 - ✓ **Political PARTY Committees** that file reports on *paper forms*, shall file with the State Board of Elections **AND** with the local Electoral Board or General Registrar where the committee operates unless they meet provisions in §24.2-911. *Reports filed with the State Board of Elections must be postmarked on or before the report's due date. Reports submitted to General Registrars must be submitted by the close of business on the report's due date.*
 - ✓ **Failure to file a report on time will result in fines.** The fine schedule for each report is available at http://www.sbe.state.va.us/Campaign_Finance/General%20Laws/CFDA%20Summary/CFDA_Summary_070103.pdf
-

★★ IMPORTANT: Large Pre-Election Contribution Reporting (§24.2-919):

All political committees fall under the Large Pre-Election contribution reporting requirements.

- ✓ **For Primary and General Elections**, any political committee that receives a contribution larger than \$500 13 days prior to an election must report the contribution to the State Board of Elections within 24 hours of receipt.
- ✓ **For a Special Election held on a date other than the November elections**, committees must report contributions larger than \$500 within 24 hours if received within 11 days of the Special Election.

Political committees who file electronically with SBE must enter their Large Pre-Election Contribution reports electronically at www.sbe.state.va.us. All paper filers may fax the report to the State Board at 804-786-1364.

***Please visit our web site at www.sbe.state.va.us or contact the Campaign Finance Division at 804/786-6551 or 800-552-9745 or by email at cfda@sbe.virginia.gov if you have any questions.